



# SHIPPING AND RECEIVING

Department: Shipping/ Receiving and Inventory Control

Status: Full Time

Reports To: Integration and Logistics Manager

Supervisory Responsibilities: None

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## JOB SUMMARY

This position works closely with our purchasing and sales teams to ensure timely delivery of items to clients as well as overseeing all inbound freight.

## RESPONSIBILITIES

### SHIPPING

- Shipping: Limited Truck Loads (LTL), Full Truck Load (FTL), Small parcel
- Quoting Small Parcel, LTL, and FTL for estimates and booking services
- Update shipping quote requests in estimate for sales team
- File claims with outbound carriers for damaged shipments received by clients.
- Order shipping material

### RECEIVING

- Report to Purchasing on any broken, missing, or wrong items received
- File Claims on inbound shipments on our account
- Interface with inbound shipping to set up/verify drop off times
- Interface with inbound carriers when items show up damaged, missing, etc.
- Check packing slips against contents and reconcile contents against Purchase Order
- Update Receiving in Quickbooks

### INVENTORY CONTROL

- Maintain stock levels of inventory and place orders as needed (varies depending on season)
- Allocate stock items for a specific client
- Allocate adequate shelf space for stock items
- Transporting PCI Cases with Box Truck in Covered Trailer

### OTHER RESPONSIBILITIES

- Additional tasks delegated by Manager as needed
- Errands as needed to support other departments
- General cleanliness of shop

## QUALIFICATIONS

- Basic computer skills required for document editing and communication.
- 1-3 years experience in Shipping and Receiving, and/or Inventory control is preferred.
- Basic experience with power tools, hand tools, Trailer Towing and fork lift operation.
- Willingness to work flexible (some overtime) hours when needed.
- Ability to complete tasks accurately at a fast paced level in an evolving and growing work environment.
- Excellent communication skills (verbal and written) are required
- Experience with Portable Church Industries is a plus
- Valid Drivers License with less than 4 points
- Some problem solving skills
- Work well with a team

## PHYSICAL REQUIREMENTS

- High mobility & dexterity
- Regularly required to lift, carry, push and pull heavy objects as well as climb ladders to reach supplies. Must be able to carry up to 40 lbs.
- Frequently required to stand for extended time periods, bend at the waist, kneel, crouch and reach overhead, above the shoulders and horizontally.
- Ability to see details at a close range, able to read small print
- Some travel